

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PAROLE OFFICER III -  
Internal Reviewer

SALARY GROUP: B16

DEPARTMENT: Parole Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Stuart Jenkins DATE: 08/10/2012

POSITION #: 051261

**I. JOB SUMMARY**

Performs highly complex parole administration and supervision work. Work involves reviewing and approving parole investigations, parole supervision activities, parole release plans, and related reports; conducting case analyses; coordinating case assignments; and conducting internal reviews. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Plans, schedules, and supervises parole officer activities; coordinates parole supervision activities with other units, departments, and entities; and assists in developing and implementing policies and procedures.
  - B. Visits offender residences, jails, correctional facilities, courthouses, social services, and other agencies to obtain offender information, coordinate parole investigations, and to resolve problems.
  - C. Conducts and supervises activities to monitor offender compliance with the conditions of supervision to include alcohol and drug testing.
  - D. Conducts scheduled internal reviews to ensure compliance with agency and divisional guidelines, policies, and procedures and state regulations and statutes; reviews and evaluates documentation and recommendations; and prepares reports of findings and proposals for improving program operations.
  - E. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
  - F. Establishes and provides training to parole officers; and counsels with parole officers and offenders on difficult cases.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Counseling, Social Work, Psychology, Sociology, or a related field preferred.
2. Four years full-time, wage-earning case work or case processing experience in the criminal justice or social services field.
3. Parole officer experience preferred.
4. Computer operations experience preferred.
5. Technical review or program evaluation experience preferred.
6. Teaching, training, or staff development experience preferred.
7. Must possess a valid state driver's license.

Must maintain valid license(s) for continued employment in position.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.

For details see: <http://www.tdcj.state.tx.us/vacancy/hr-home/tletseligibility.html>

**B. Knowledge and Skills**

1. Knowledge of the principles of criminology and penology.
2. Knowledge of the principles, methods, techniques, and practices of parole case management.
3. Knowledge of the psychological concepts of behavior, social adjustment, and emotional stability.
4. Knowledge of applicable laws, rules, regulations, and statutes regarding pardons and paroles.

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5. Skill to review technical data and prepare technical reports.
6. Skill in problem-solving techniques.
7. Skill to effectively interview and counsel difficult offenders.
8. Skill to evaluate offender adjustment and identify special problems.
9. Skill to conduct investigations.
10. Skill to train others.
11. Skill in public address.
12. Skill to communicate ideas and instructions clearly and concisely.
13. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, operate motor equipment, and use firearms.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, chemicals used for urinalysis, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, urinalyses equipment, firearms, telephone, and automobile.